



October 15, 2018

Dear Families,

Wednesday, October 31st is Halloween and will not be a traditional school day. We want this to be a fun and safe day for all. During the morning, students should arrive to school in normal attire (with the exception of AM Kindergartners). In the afternoon, we will be allowing students to leave for lunch/costume change. Cooperation and adherence to these times/procedures by all will provide an organized event and account for the safety of all our students. Please see the table below for specific details. *** Please see attachment for additional Kindergarten guidelines.

In regards to costumes, we ask for your partnership in choosing school appropriate costumes that have no sharp objects, weapons, blood, gore, etc. Students are able to wear make-up and masks (non-latex), as long as it does not interfere with their vision and walking. Students changing at school may apply make-up that can be done independently. We appreciate your understanding and support with these procedures.

We have two possible parade routes, dependent on weather. (Please see attached) All families will be notified of which route will be taken via school messenger and twitter by 12pm on the 31st. As exciting as it is to see the students initially exit the building, we encourage parents to spread themselves along the route. **Please note that following the parade, only PTA Room Reps will be allowed inside the building for the classroom parties.**

Times:	School Events:
9:15 AM	Kindergarten Parade (2 nd Grade Door (13) to Kindergarten Door (14) and around the school.)
12:10-1:10 PM	Lunch/Recess for all students staying at school (Zip Line Only. There will be no hot lunch option)
12:00 PM	Dismissal for students going home for lunch/costume change FRONT doors/parkway-Last Names A-M
12:05 PM	Dismissal for students going home for lunch/costume change BACK (bus) doors/parkway-Last Names N-Z
1:10 PM	Room Rep parents only enter school for party set up.
1:10 – 1:40 PM	Costume changing for all students staying at school
1:30 PM	RETURN to school for students who went home for lunch/costume change (similar to morning drop-off) Students go straight to classrooms for afternoon attendance.
1:45 PM	Parade route begins from Bus Exit. (Back Driveway) Class parties begin after parade ends. (Approximately 2:15 – 3:15)

Each year we have many family members attend the Halloween parade and help with the parties on this special day. Due to the crowding of our parking lots, please consider parking on one of the surrounding streets to watch the parade.

Please return the attached form **by Friday, October 26th** to assist us with our final Halloween day plans. If you have questions or concerns, please feel free to contact us.

Sincerely,
Scott Kaese, Principal
Natalie Jimenez, Assistant Principal

Ivy Hill Elementary School
Halloween Day Student Attendance/Plans
Wednesday, October 31, 2018



Directions: Please complete one form per child.

_____ My child is staying at school for lunch.

_____ My child has my permission to walk/bike home.

_____ I will pick up my child for lunch.
(Front: A-M and Back: N-Z)

_____ My child has permission to go home for lunch with _____.
(I am allowing the listed adult to pick up my child)

_____ *I do NOT want my child to participate in the festivities (parade and party) and would like them to partake in the alternate activity*

***** Please remember that return to school time is 1:30pm. Thank you!**

Child's Name: _____

Homeroom Teacher: _____

Parent Signature: _____



Please return to your child's homeroom teacher by Friday, October 26th to assist us in planning.